



# **The Anglican Church of Canada**

Heretofore known as the  
(Church of England in Canada)

## **Ecclesiastical Province of Rupert's Land**

### **Diocese of Edmonton**

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#### **The Act of Incorporation**

TOGETHER WITH

## **The Constitution, Canons and Rules of Order**

AS AMENDED TO DATE

REVISED TO MAY, 1957

PUBLISHED BY AUTHORITY OF THE SYNOD



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# Statutes of Alberta (1914)

## CHAPTER 48

### An Act to Incorporate the Synod of the Diocese of Edmonton and the Parishes of the said Diocese

(Assented to October 22, 1914.)

WHEREAS the Church of England Synod of the Diocese of Edmonton, being a diocese of the Ecclesiastical Province of Rupert's Land, has petitioned that the said synod and each of the duly organized parishes in the said diocese be incorporated; and it is expedient to grant the prayer of its petition:—

Therefore His Majesty, by and with the advice and consent of the legislative Assembly of the Province of Alberta, enacts as follows:

1. In this Act the words "The Synod of the Diocese of Edmonton" shall mean the body consisting of the Bishop of the Diocese of Edmonton, of the clergy of the said diocese licensed by the Bishop, of the Chancellor (if any), of the Registrar of the Diocese (if any), and of representatives of the laity duly elected.

2. The Synod of the Diocese of Edmonton shall be, and the same is hereby made and constituted a body politic and corporate, under the name of the Synod of the Diocese of Edmonton, hereinafter called the corporation.

3. The said corporation shall consist of the Bishop of the said diocese and his successors to be from time to time appointed in such a manner as is or shall be provided by the Provincial Synod of the said Ecclesiastical Province, and of such other persons as are or may become members of the corporation according to the constitution of the said diocesan synod as the same exists at the time of the passing of this Act or as the said constitution may from time to time be altered or amended.

4. Such corporation shall have perpetual succession and a common seal, with power to change, alter, break and renew the same when and so often as they shall think proper, and the said corporation may, under the same name, contract and be contracted with, sue and be sued, implead and be impleaded with, answer and defend in all courts and places whatsoever, and the said corporation shall be able and capable in law, respectively, to purchase, take, hold, give, receive, enjoy, possess, and retain all messuages, lands, tenements and immovable property, money, goods, chattels, and movable property which have been or hereafter shall be paid, given, granted, appropriated, devised or bequeathed to it or purchased by it in any manner or way whatsoever to, for or in favour of the eleemosynary, ecclesiastical, and educational uses and purposes within the limits of the said diocese, including thereby the uses and

## ACT OF INCORPORATION

purposes of any parish, mission, institution, college, school, or hospital connected with or intended to be, or which may hereafter be connected with the Church of England in such diocese.

5. The corporation shall in addition to the powers conferred upon it by the next preceding section of this Act and subject to the provisions thereof, have power to sell, convey, exchange, alienate, mortgage, lease or demise any lands, tenements and hereditaments held by the said corporation, whether simply by way of investment for the uses and purposes set forth in the next preceding section of this Act or not, and the corporation may also, from time to time, invest all or any of its funds and moneys, and all or any funds and personal property which may be vested in or acquired by the corporation for eleemosynary, ecclesiastical or educational purposes aforesaid, in and upon any mortgage security of lands, tenements and hereditaments, and in other securities in any part or parts of the Dominion of Canada, and for the purposes of such investment may take, receive, and accept a mortgage or mortgages, or any assignment or assignments thereof in its own corporate name, and shall have and enjoy the same and as large, full and ample powers and rights of sale and foreclosure, action and suit upon and for the purposes of enforcing the covenants, stipulations, conditions and agreements, and all matters and things contained in such mortgages or any of them, and in as ample a manner as if it were a private person able and capable in law; and furthermore may sell, grant, assign and transfer such mortgages or any of them to any person, company or body capable of receiving any assignment thereof, and may release and discharge such mortgages or any of them, either wholly or partly.

5a. In addition to the power of investments herein provided for, the Synod of the Diocese of Edmonton shall have the power to invest trust funds, in addition to trustee investments, in any securities authorized by the laws of the Dominion of Canada for the investment or lending by Canadian Life Insurance Companies of their funds, but that investments other than trustee investments be restricted to 30% of the total trust funds on the books of the Synod.

5b. The Synod of the Diocese of Edmonton shall have power to consolidate the trust funds under control of the Synod as one fund to be known as the Consolidated Trust Fund, and that all separate trusts comprising such fund shall share pro-rata the revenue to be derived from such Consolidated Trust Fund." (Chapter 127 Statutes of Alberta 1953)

6. The said corporation shall, in the case of land held by it, be able to set apart a portion of such land for the purpose of making a road, or to make a free grant of a portion not exceeding one acre in extent, for the purpose of a school, hospital, or other necessary public object.

7. The said corporation may exercise all its powers by and through the executive committee as established by the constitution aforesaid, or such other boards or committees as the said corporation may from time to time appoint by resolution for the management of all or any of the affairs or property of the

## ACT OF INCORPORATION

said corporation, but in accordance only with the trusts relating to any property to which any special trust is attached; the said synod may also appoint a treasurer or treasurers, and make such regulations for the management and administration of its property as it shall see fit. The corporation shall also have the right of appointing any officer or officers or other needful agent or agents for the management of its affairs, and shall have all other rights necessarily incident to a body corporate.

8. The Church of England in all deeds, wills, instruments and documents applying to that part of the Province of Alberta included within the territorial limits of the Church of England Diocese of Edmonton, as the same shall from time to time be constituted shall mean, unless a different construction is to be gathered from the said deed, will, instrument or document, the corporation hereby created.

9. Any transfer of real estate or any interest therein vested in the corporation shall be deemed to be duly executed for that purpose if the same has affixed thereto the seal of the corporation verified by the signatures of the Bishop for the time being of the Diocese of Edmonton or his commissary duly appointed, and the secretary of the aforesaid executive committee, and a discharge of a mortgage if executed in the same way, shall be deemed to be properly and effectually executed.

10. The incumbent or curate in charge and the church wardens of any congregation in the diocese duly organized according to the constitution of the Synod of the Diocese of Edmonton, shall be a body politic and corporate, and they and their successors, under the name of the "Church of England Parish (or Mission) of ....." shall have perpetual succession and a common seal, and by such name may from time to time and at all times hereafter purchase, acquire by gift, devise or bequest, hold, possess, and enjoy, and may have, take, and receive for them and their successors for ecclesiastical, educational or eleemosynary uses, any lands, tenements, hereditary property, rents, annuities and all other property whatsoever, movable or immovable, and the same may sell, exchange, alienate, mortgage, let, lease, and dispose of and others in their stead purchase, acquire and hold for the uses and purposes aforesaid; provided that in the administration of the said property as regards selling, exchanging, alienating, mortgaging or leasing real estate, or making investments in stock, funds, debentures or other property, they shall first obtain the consent of the Synod of the Diocese of Edmonton, either directly or through its executive committee.

10a. The Bishop may from time to time, with the consent of the executive committee, by a deed of disestablishment cancel the deed of erection of, and disestablish any parish which has ceased to have within its territorial boundaries six registered communicants and forthwith after the delivery of such deed of disestablishment the property of the parish so disestablished shall be vested in the Synod of the Diocese of Edmonton, and upon the registration of any such deed of disestablishment in a land titles office and upon payment of the proper fees the registrar shall cancel all certificates of

## ACT OF INCORPORATION

title standing in the register in the name of the parish so disestablished and shall issue new certificates of title for the said lands in the name of the Synod of the Diocese of Edmonton. Notices of the intention to disestablish the said parish and to vest the property in the Synod shall be given in such manner as the Bishop with the approval of the executive committee shall deem sufficient to afford the remaining members of the congregation, if any, of the parish an opportunity to object, but the failure to give such notice or the insufficiency thereof shall not invalidate the deed of disestablishment. (Chapter 74 Statutes of Alberta, 1932.)

11. All questions relating to the constitution, powers, meetings and proceedings of vestries, the qualifications, term of office, powers and accounts of church wardens, and such other matters relating to the regulation and management of all or any of the temporalities of the Church of England in the Diocese of Edmonton shall be settled from time to time by the Synod of the Diocese of Edmonton, and the said synod by by-law or canon may, from time to time as it may see fit, repeal, change, alter and amend any of its previous provisions.

12. Any transfer, mortgage, or lease of real estate, or any interest therein, or any transfer of stock, funds, debentures or other personal property of any Church of England Parish incorporated under section 10 of this Act, shall be deemed to be duly executed for that purpose if same has affixed thereto the common seal of the said parish verified by the signature of the incumbent or curate in charge of such parish so named therein and of one of the churchwardens of such parish, and the consent of the synod or of its executive committee to such dealing by such parish shall be signified by the signatures of the president and secretary of the executive committee.

13. The corporation shall have power in addition to all other powers conferred by this Act to borrow money for the purposes of carrying out the objects of the corporation and to hypothecate, pledge or mortgage its real and personal property as security therefor; to sign bills, notes, contracts and other evidence of or securities for money borrowed or to be borrowed by it for the purposes aforesaid.

14. All lands in that part of the Province of Alberta lying north of the line dividing townships forty-two (42) and forty-three (43) now standing in the register of the North Alberta Land Registration District in the name of the Synod of the Diocese of Calgary shall be and the same are hereby vested in the corporation as if the certificate or certificates of title therefor now contained the words "Synod of the Diocese of Edmonton", instead of the words "Synod of the Diocese of Calgary".

15. The Church of England Parishes or Missions created by competent authority under section 10 of the Ordinance passed in the year 1892 being entitled "AN ACT TO INCORPORATE THE SYNOD OF THE DIOCESE OF CALGARY AND THE PARISHES OF THE SAID DIOCESE" and being within the territorial limits of the Diocese of Edmonton shall continue and be parishes or missions as the case may be as if the same were corporations under section 10 of this Act.

## DIOCESE OF EDMONTON

## CONSTITUTION

1. The Synod shall consist of the Bishop of the Diocese, as President; of those Priests and Deacons of the Diocese licensed by the Bishop; of those superannuated Clergymen of the Diocese who are in good standing and resident in the Diocese; the Chancellor of the Diocese; the Registrar of the Diocese, and of Lay Representatives elected as hereinafter provided.

2. There shall be two orders of the Synod as follows:—

- (a) The Clergymen, as mentioned in Clause 1 hereof, and
- (b) The Laymen, mentioned in Clause 1 hereof.

3. Every parish in good standing in the Diocese recognized by the Bishop, duly organized by the election of Churchwardens and members of the Vestry, and having at least six registered communicants, shall be entitled to send one Layman as its representative to the Synod; it may send two if the number of registered communicants exceeds forty, three if the number exceeds one hundred, four if the number exceeds two hundred, five if the number exceeds four hundred, and six if the number exceeds six hundred.

4. Lay Delegates must be male communicants, recognized attendants for at least three months at services in the Parish they are to represent, of the full age of 21 years. No Lay Delegate may represent more than one parish.

5. Voters for Lay Delegates shall consist of parishioners of the full age of 18 years, being members of the congregation of at least three months' standing. No person shall vote for the Lay Delegate or Lay Delegates of more than one Parish.

6. (a) The election of Lay Delegates may take place at the annual meeting, or if necessary afterwards, at a public meeting of the Parishioners, specially called during Divine service on the Sunday preceding the election. The Incumbent or his assistant shall preside at the meeting. If both are absent the meeting shall elect a chairman. The votes of a majority of those present entitled to vote shall determine the choice. The meeting may elect one or more substitutes to take the place of the delegate or delegates first elected in case he or they cannot attend the Synod.

(b) Notice of the election with the names and addresses of the persons elected, showing the original delegate or delegates and his or their substitutes in order, shall be transmitted to the Secretary of the Synod; and this list shall be taken to be the provisional record of those Lay Delegates elected who are entitled to sit in Synod, which list shall be finally made up after the report of the committee appointed to examine the certificates of delegates actually present.

## CONSTITUTION

(c) And every Lay Delegate to whom it shall fall to attend the Synod shall receive from the chairman of the meeting or Clergyman in charge a certificate of the election in the following form:

## Diocese of Edmonton

Parish of.....

Number of Registered Communicants.....

I hereby certify that at a meeting of the Parishioners of this Parish, held on the.....day of.....19.....A.D.

.....  
was duly elected a Lay Delegate to the Synod for the current year.

(Signed) .....

Chairman, or

Clergyman in Charge.

(d) And this form shall be presented by each delegate on his arrival at the Synod for the purpose of identification.

(e) In the event of the Parish being without a Clergyman at the time of the meeting of the Synod, a certified copy of the minute of the election shall be deemed sufficient to secure the seat; and the person certifying to the minute may sign the above certificate.

7. In case any Lay Delegate dies or ceases to be a parishioner, or resigns his office, his seat shall thereby become vacant and the Incumbent shall within one month after such vacancy proceed to a new election, at a meeting of which notice shall have been given the previous Sunday during Divine service.

8. The Synod shall meet annually unless otherwise ordered by the Bishop, and the time and place of meeting shall be fixed by the Bishop, who shall also adjourn the Synod as he shall see fit.

9. A quorum of the Synod shall consist of at least one-fourth of the Clergy of the Diocese and one-fourth of the Lay Delegates.

10. At the opening of the Synod one Clergyman and one Layman shall be appointed whose duty it shall be to examine the certificates of the Lay Delegates, and report as to their correctness.

11. No act or resolution of the Synod shall be valid unless it receive the assent of the Bishop and a majority of the votes of the members present; such majority to be a majority of the Clergy and of the Lay Delegates voting collectively; unless a vote by orders is demanded by not less than two members, when such majority shall be a majority of each order voting separately.

12. (a) Immediately after the report on the Certificates of Lay Delegates has been submitted and finally dealt with the Synod shall proceed to elect an Honorary Clerical Secretary, and an Honorary Lay Secretary, whose duties

## CONSTITUTION

shall be to keep the Minutes of Synod and prepare the same for publication by the Secretary-Treasurer of the Synod.

(b) The Synod shall elect an Auditor, who shall be either a Chartered Accountant, or a firm of Chartered Accountants, licensed to do business in the Province of Alberta, immediately after the report of the Secretary-Treasurer has been finally dealt with.

(c) The Synod shall elect a Secretary-Treasurer, the Executive Committee having the right to nominate one person for the position, said nomination to be made by a majority of the Committee.

13. (a) There shall be a Standing Committee of the Synod, which shall be called the Executive Committee, consisting of the Bishop as President; the Dean and Archdeacons as Vice-Presidents; the Chancellor; the Registrar; and ten Clergymen and ten Lay Delegates to be elected by the Synod. Five only of the Clergymen and five of the Lay Delegates to be elected shall be residents of the City of Edmonton.

(b) The elective members of this Committee shall be elected at every regular meeting of the Synod and shall remain in office until their successors are appointed, even though the Lay members of the Committee be not re-elected Lay Delegates. When any vacancy occurs among the elected members of the Executive Committee between regular meetings of the Synod, it shall be filled by the Executive Committee, a Lay member's place being filled from the Lay Delegates of the Diocese. Four members shall constitute a quorum.

(c) Regular meetings of the Executive Committee shall be held monthly unless for sufficient cause it shall decide otherwise, at such times and places as may be fixed by itself, and special meetings may be called by the direction of the Bishop. The Secretary-Treasurer shall call a special meeting within three weeks whenever requested by three members, stating the business to be brought before such meeting as set out in the requisition. For all meetings reasonable notice shall be given.

(d) The Committee may adopt such rules or by-laws as it shall consider needful, provided they are not inconsistent with the Constitution and Canons of the Synod, and report the same to the next meeting of Synod.

(e) The Executive Committee shall take the management of the various Diocesan funds which are under the direction of the Synod, carry out the decisions of that body, prepare business for the Synod, and report its proceedings thereto. The order of business arranged by the Executive Committee for the Synod shall be in the hands of members at least two weeks before the meeting of Synod.

(f) In case of a vacancy in the office of Secretary-Treasurer of the Synod, or of the Auditor, the Executive Committee shall make a temporary appointment to continue till the next Synod.

## CONSTITUTION

(g) The duties of the Secretary-Treasurer of the Synod shall be from time to time defined by the Executive Committee; but they shall include the keeping of the Minutes of the bodies of which he is Secretary-Treasurer, all correspondence arising out of their business, the sending out of notices of collections ordered by the Synod, the keeping of the Synod funds in such bank or banks as the Executive Committee may from time to time direct. He shall receive and acknowledge all payments and pay out all proper sums and take vouchers for the same. He shall furnish the Bishop and the Executive Committee with such statements of receipts and payments as they may from time to time require, and perform such other duties as are required from time to time by the Synod.

(h) The Synod accounts shall be closed on the 31st day of December of each year, and it shall be the duty of the Secretary-Treasurer within one month thereafter, to cause the said accounts to be audited by the Auditor appointed by the Synod, and copies mailed to every member of the Synod; provided that in the event of more than three months elapsing between December 31st and the next meeting of the Synod, the Secretary-Treasurer shall prepare and cause to be printed a brief summarized statement of the accounts to cover that period, and this printed statement shall be given to the members at the opening of the Synod.

14. No alteration shall be made in this Constitution unless the proposition has been first sent to the Executive Committee for consideration; approved at the meeting of the Synod by the Bishop and a majority of two-thirds of each Order present voting separately and afterwards confirmed by the Bishop and a like majority of each Order at the next following meeting of the Synod, provided a change may at once pass into law if unanimously agreed to by the Synod.

15. The term "Communicant" in this Constitution shall mean any Parishioner who has been confirmed and who has communicated at least three times in the year preceding the election, where he or she has had opportunity of so doing; and the term "registered communicant" shall mean a communicant whose name is put upon a list of the Communicants of a Parish or Mission, by the Incumbent or Curate-in-charge, whose duty it shall be to keep the said list, and to revise the same every year.

## DIOCESE OF EDMONTON

## CANONS

## I. On Subscriptions, etc., by Clergy

Every Candidate before ordination, and every Clergyman before being licensed to a cure of souls, institution or induction to any benefice or dignity, or receiving permission in writing, shall, in the presence of the Bishop, or his commissary who is officiating for him, make or take and subscribe the following declarations or oaths:—

## 1. The Declaration of Assent.

I, A.B., do solemnly make the following declaration: I assent to the thirty-nine Articles of Religion and to the book of Common Prayer and of the Ordering of Bishops, Priests and Deacons. I believe the doctrine of the Church of England as herein set forth to be agreeable to the Word of God; and in Public Prayer and administration of the Sacraments I will use the form in the said Book prescribed and none other, except so far as shall be ordered by lawful authority.

## 2. The Oath of Allegiance.

I, A.B., do swear that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth the Second, her heirs and successors according to law. So help me God.

## 3. The Oath of Canonical Obedience.

I, A.B., do swear that I will pay true and Canonical obedience to the Bishop of Edmonton and his successors in all things lawful and honest. So help me God.

## 4. The Declaration of Submission to the General, Provincial and Diocesan Synod.

I, A.B., do willingly subscribe to and declare that I assent to and abide by the Constitution and Canons which have been or shall be, from time to time, passed by the Provincial Synod or the Synod of the Diocese of Edmonton; also such Canons of the General Synod as have been adopted by the Provincial Synod

And also before institution to a benefice.

## 5. The Declaration against Simony.

I, A.B., do solemnly declare that I have not made by myself or by any other person on my behalf any payment, contract or promise of any kind whatsoever, which to the best of my knowledge and belief is simoniacal touching the obtaining of the Preferment of..... nor will I at any time hereafter perform or satisfy, in whole or in part, any

## CANONS

such kind of payment, contract or promise made by any other without my knowledge or consent.

Provided that the Bishop may, if he sees cause, allow a citizen of the United States to take the Oath of Allegiance with the following addition: "While holding any Ecclesiastical office or appointment in the Diocese of Edmonton."

**II. On the Creation of Dignitaries, the Appointment of Chaplains, Rural Deans, and Others; and the Formation and Readjustment of Rural Deaneries.**

The Synod recognizes the Bishop's right:—

1. To appoint a Dean, Archdeacons, and Canons whenever, in his judgment, such appointments are desirable, also to appoint, and at his pleasure remove Chaplains; and any of the following officials: Vicar-General, Commissary, Chancellor and Registrar.
2. To appoint, after consultation with the Rural Deanery Chapters, Rural Deans for a period not exceeding three years, who may, however, be re-appointed.
3. To form Rural Deaneries, and to readjust them as may from time to time be found expedient.

**III. On the Licensing of Clergymen and Ministering in Parishes**

1. No Clergyman shall do duty within the Diocese for more than two weeks in the same Parish or Mission without a written license from the Bishop, which he may receive as being appointed to some particular cure or church in the Diocese in which he shall reside, or as holding office in some college, school or other institution under the jurisdiction of the Bishop, or as executing some special ministry with the sanction of the Bishop; provided that the Bishop may for just and sufficient cause by writing under his hand dispense with the conditions of residence; provided also that the Bishop may grant a temporary permission verbally to a Clergyman not residing for more than three months in the Diocese, or a temporary permission in writing for a period not exceeding one year, but renewable at the pleasure of the Bishop to a Clergyman intending to reside for a longer period. The Bishop may at his pleasure revoke such temporary permission.

2. No Clergyman shall be instituted to the Incumbency of a Parish unless he is in Priest's orders. A Clergyman may in present circumstances be instituted to the Incumbency of two or more Parishes, but the Bishop may at any time, on an address from the Executive Committee stating that the welfare of the Church requires that one or more of such Parishes be placed under a separate Incumbent, make a division of such Parishes; and if this division is sanctioned by the Executive Committee may then call on the Incumbent to choose which portion he will retain and which he will resign,

## CANONS

or failing such choice and resignation may, with the consent of the Executive Committee, declare one or more of such Parishes vacant.

## IV. On Discipline

1. If any Priest or Deacon be charged in writing to the Bishop by at least three Communicants, with any of the offences mentioned in the Canon of Discipline of the General Synod, or if there exist scandal or evil report of his having so offended, the Bishop may communicate in writing to the accused the offense with which he is charged, and if he confess the same, in writing, the Bishop may pronounce, in such manner as he sees fit, the sentence that seems to him fitting, or he may on the application of such party complaining thereof, or if he shall think fit, of his own mere motion, issue a commission under his hand and seal to three persons, one of whom shall be his Vicar-General, or an Archdeacon or Rural Dean within the Diocese, for the purpose of making an inquiry as to the ground of such charge or report, provided always that notice under the hand of the Bishop of the intention to issue such commission containing an intimation of the nature of the offence, together with the name or names and residence or residences of the party on whose application or motion such commission shall be about to issue, shall be sent by the Bishop to the party accused, fourteen days at least before such commission shall issue.

2. Notice of the place where and the time when every meeting of the Commission shall be holden, shall be given in writing under the hand of one of the said Commissioners to the party accused fourteen days at least before the meeting; and it shall be lawful for the party accused or his agent to attend the proceedings of the Commission, and to examine or cross-examine any of the witnesses; and all such preliminary proceedings shall be public or not, as the Commissioners may determine. The Commissioners shall examine all witnesses tendered to them for examination, as well as by any party alleging the truth of the charge or report, as by the party accused, or any person whom they deem it necessary to summon for the purpose of fully prosecuting the enquiry and ascertaining whether there be sufficient *prima facie* ground for instituting further proceedings.

3. The said Commissioners, or any two of them, shall transmit to the Bishop under their hands, a report in duplicate of the majority of the Commissioners present at such enquiry, as to whether or not there be sufficient *prima facie* ground for instituting proceedings against the party accused; and to one duplicate copy shall be attached the original deposition of all witnesses before the Commissioners, which copy and deposition shall be filed with the Registrar of the Diocese; and to the other duplicate copy shall be attached a true copy of the original deposition of witnesses, certified as such, under the hand of the Commissioners, or any two of them; which duplicate copy of report and certified copy of deposition shall be filed with the Secretary of the Synod. On the application of the party accused, the Bishop shall cause to be delivered to such party a copy of the said report and of the deposi-

## CANONS

tions on payment of a reasonable sum for the same, not exceeding five cents for each folio of ninety words.

(a) Any member of Synod or of a committee of the same shall be allowed, at any reasonable time, to examine the said documents in the Registrar's hands.

4. With the consent of the person accused and of the party complaining, if any, first obtained in writing, the Bishop may at any stage of the proceedings, pronounce without any further proceedings such sentence as the said Bishop shall think fit.

5. If the Commissioners report that there is sufficient *prima facie* ground for instituting proceedings, then, if the Bishop or the party complaining think fit to proceed against the party accused, articles shall be drawn up in duplicate and one part shall be filed with the Secretary of Synod and the other shall be filed in the Registry of the Diocese, and the person accused or any person on his behalf, shall be entitled to inspect the same without fee, and to require and have on demand from the Registrar or Secretary of Synod, copies of the same on payment of a reasonable sum, not exceeding five cents for each folio of ninety words.

6. A copy of the articles so filed shall be forthwith served upon the party accused by personally delivering the same to him, or by leaving the same at his usual or last known place of residence, and it shall not be lawful to proceed upon any such articles until after the expiration of fourteen days after the day on which such copy shall have been so served.

7. The Bishop may, by writing under his hand, require the party to appear, either in person or by his agent duly appointed, before him at any place within the Diocese and at any time after the expiration of the said fourteen days and to make answer to the said articles within such time as to the Bishop may seem reasonable; and if the party shall appear and by his answer admit the truth of the articles, the Bishop may forthwith proceed to pronounce according to the Canon of Discipline of the General Synod of the Anglican Church of Canada.

8. If the party accused shall refuse or neglect to appear and make answer to the said articles other than an admission of the truth thereof, or if the party accused made no admission, or if he deny the truth thereof, the Bishop shall proceed to hear the cause with the assistance of three Assessors, to be nominated by the Bishop, one of whom shall be a barrister of not less than three years' standing, and another shall be one of the Archdeacons, or the Chancellor, or one of the Rural Deans; and upon the hearing of such cause the Bishop shall determine the same and pronounce thereupon according to the Canon of Discipline of the General Synod of the Anglican Church of Canada.

9. The Bishop may, if he think great scandal is likely to arise from the party accused continuing to perform the services of the Church while

## CANONS

such charge is under investigation, inhibit him from performing any services of the Church within the Diocese, and require him to supply a fit substitute whom the Bishop shall license, or failing his nominating a substitute to the satisfaction of the Bishop, then the Bishop shall himself make provision for the cure of the accused by licensing a Clergyman to supply it, assigning in payment a sum out of the stipend of the accused not exceeding a moiety of its amount—provided also that the Bishop may at any time revoke such inhibition and license respectively.

10. This Canon is subject to the provisions of the Canon of Discipline of the General Synod of the Anglican Church of Canada. (Canon XXVIII).

### V. On Rural Deans

It shall be the duty of the Rural Deans:

1. To arrange for meetings of the Ruridecanal Chapter, quarterly, or oftener, and for Ruridecanal meetings, at such times, as to himself and the Ruridecanal Chapter may seem advisable, and to preside at the same. In the absence from any meeting, of the Rural Dean, the clergy present shall elect one of their number to preside at that meeting.

2. To make a round of official visits to every Parish and Mission in his Deanery each year at a convenient time between Whitsunday and August 1st, and oftener if there be occasion, or he be desired to do so by the Bishop or Executive Committee; to confer with the Clergy, Churchwardens, and other Officers of the Church; inspect Churches, churchyards, Parsonages and other buildings, books, ornaments, all additions, decays and dilapidations; to ascertain how far buildings are insured and what amount of debt, if any, there is upon them, and what steps are being taken for its liquidation; to inquire into the value and condition of any endowments or other property; to ascertain the conditions and needs of the different districts so visited; and to report to the Bishop or Executive Committee upon the same.

The Executive Committee shall reimburse the Rural Dean for the necessary expenses of such visitation.

3. To give advice to the Bishop or Archdeacon when so requested.

4. To inform the Bishop and Archdeacon, if necessary, of any reports, conduct or proceedings affecting any of the Clergy in his Deanery, or the interests of the Church.

### VI. On Ruridecanal Chapters

1. On the determining of the bounds of a Rural Deanery by the Bishop, the Clergy within it holding the license of the Bishop shall form the Ruridecanal Chapter.

2. The first meeting of any Ruridecanal Chapter shall be called by the Rural Dean.

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3. It shall be the duty of the Chapter:

(a) To elect one of their number Secretary, who shall also be Secretary of Ruridecanal meetings, whose duties shall include those usually performed by such an official.

(b) To make all necessary arrangements for its meetings, and for the holding of Ruridecanal meetings from time to time.

(c) To consider questions submitted to it by the Bishop, Archdeacon, or Executive Committee.

(d) To consult generally for the spiritual benefit of the Rural Deanery and for the interests of the Church in it.

(e) To have all new settlements within its limits visited, and information obtained respecting church members, and, as far as possible, to provide for the holding of services therein.

(f) To arrange for the formation where practicable of Sunday School associations.

(g) To consider what might be advantageously brought before a Ruridecanal meeting.

(h) To form as soon as possible a Ruridecanal Library for books of reference for the Clergy.

(i) To consider the plans and financial arrangements for all Church buildings to be erected in any Parish or Mission within the Rural Deanery, which is in receipt of grants for Stipend, and to report to the Bishop. And no such buildings shall be erected in any such Parish or Mission until such report has been made and the Bishop satisfied that the burden so undertaken will not hinder such Parish or Mission from developing in due time into a self-supporting Parish and from meeting its due obligations in the matter of apportionments and assessments.

### VII. On Ruridecanal Meetings

In any Rural Deanery the following persons shall be members of the Ruridecanal meeting.

All Clergy in the Deanery holding the license of the Bishop, the Church-wardens and Lay representatives of any Parish or Mission, together with not more than two laymen from branch missions where services are held at regular intervals, to be selected by the communicants attending services in the said branch mission within the Deanery, all Lay Readers holding the license of the Bishop and residing or officiating regularly in any Parish or Mission in the Deanery; and any other Clergy or laity especially invited before such meeting by a vote of the Ruridecanal Chapter.

Their duty shall be to consider any question submitted to them by the Bishop, Archdeacon, Executive Committee or Ruridecanal Chapter; or any

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questions proposed by any of themselves, and generally to consult for the spiritual welfare of the district and the interests of the Church.

There may be combined meetings of the Ruridecanal meetings in an Arch-deanery, at the request of the Bishop or Archdeacon.

## VIII. On Lay Readers

1.—**Nomination.**—Lay readers may be employed in any parish or mission. They shall be recommended (1) by the Incumbent of the Parish and a Church warden—or in the absence of the Incumbent or during a vacancy in the Inc incumbency, by both Churchwardens; or (2) they may be appointed by the Bishop of his own initiative for any special work.

2. **Qualification.**—The following qualifications are to be sought in candidates for the office. (1) A knowledge of the Holy Scripture; (2) A knowledge of Church History up to A.D. 325; (3) A knowledge of English Church History; (4) A knowledge of the Prayer Book.

3. The following declaration must be signed by the candidate before receiving his license and being admitted:

I, (A.B.), about to be admitted to the office of a Lay Reader in the Diocese of Edmonton, do hereby declare that I have been confirmed and am a regular Communicant of the Church of England. I assent to the Book of Common Prayer, and to the form and manner of the Ordering of Bishops, Priests, and Deacons, and I believe the doctrine of the Church of England as therein set forth to be agreeable to the Word of God.

And I further promise to conform to such regulations as are or may be laid down by the authority of the Bishop of the Diocese; to act in obedience to the Incumbent in whose Parish I may minister; to endeavor so far as in me lies to promote peace and unity, and to conduct myself as becomes a worker for Christ, for the good of His Church and for the spiritual welfare of my fellow men.

Signed .....

Witness: .....

Date .....

4. **Form and Manner of Admission.**—Admission to the office shall be in such form and with such matter as the Bishop may from time to time direct.

5. **Duties.**—The Lay Reader is authorized to visit the sick, to read and pray with them, to take classes in Sunday School and elsewhere, and generally to give such assistance to the Incumbent as he may lawfully direct; to read such services as may be approved by the Bishop, to expound the Scriptures and give addresses if licensed thereto. He is permitted to read in Church such portions of the Order of Morning Prayer or Evening Prayer or Litany as shall be endorsed upon his License, and to read such sermons or

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give addresses to children as the Incumbent may sanction. When officiating in church he may wear the surplice.

6. **Place During Service.**—Under the regulations put forth by the Archbishops and Bishops of the Church of England acting in accordance with the resolutions of Convocation on the 25th October, 1905, the proper place in their ministry as Lay Readers is the reading desk, litany desk or lectern.

7. **Licenses.**—The Bishop when satisfied of the competency of the person nominated will issue his license, which shall be handed by him or his deputy to the Reader at a Special Service of Admission during which the Reader will read the prescribed declarations. The License of a Lay Reader shall terminate on December 31st of each year and application must be made for a renewal if such is desired. The Bishop may revoke a Lay Reader's license at his pleasure or on the written request of the Incumbent.

#### Form of License

8. A.B. by Divine permission, Bishop of Edmonton, to our well-beloved in Christ C.D., greeting:

We do by these presents grant to you our license to exercise the office of a Lay Reader and in our Diocese of Edmonton, in the Parish or Mission of.....  
.....under the guidance and direction of the Reverend.....to perform such duties as are by Canon permitted.

And we do hereby notify and declare that this our License shall remain valid until 31st December ..... (here shall be inserted the calendar year for which the license is granted), and have full force and authority until the said 31st December, unless it shall be revoked by us or our successors.

9. The Bishop at his discretion may form a Guild of Lay Readers whose members shall be: Lay Readers of at least two years' standing who have passed such examination as shall be required from time to time by the Bishop, and the members of which shall be distinguished by a bronze medallion badge authorized by the Bishop, worn over the surplice and suspended from the neck by a dark blue ribbon.

### IX. On Parochial Organization

#### Part "A"—Establishment and Readjustment of Boundaries

1. Before establishing any new parish, the Bishop shall direct the Archdeacon or some other Clergyman to visit the locality and report:

- (a) What steps have been taken towards establishing a Parish.
- (b) The number of probable parishioners.
- (c) An estimate of the amount of financial support that may reasonably be expected.
- (d) Any other matters on which the Bishop desires information.

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2. On receipt of the said report the Bishop may signify his approval in writing, and issue a Deed of Erection, establishing the Parish, defining its boundaries and designating it by name. The entry of a memorandum of the said deed in the Diocesan Register shall be *prima facie* evidence of the erection of the Parish.

3. All documents relating to the real estate belonging to the Parishes in the Diocese shall be delivered to and held by the Registrar of the Diocese; except where the land is mortgaged or encumbered; provided, however, that if, for any special purpose, to be stated to the Registrar, any of these documents are required by a parish, the Registrar shall, upon obtaining a receipt therefor, deliver the same to one of the Wardens of the Parish for the purpose named, to be returned by the Warden immediately on the purpose being attained for which the documents were required, or on demand made by the Registrar. A receipt shall always be given by the Registrar to the Parish owning the documents delivered to him.

4. Should it seem advisable to the Bishop to create a new Parish or Parishes out of an existing parish or out of existing parishes, or by taking part of an unorganized district and adding the same to the whole or a portion of any existing parish or parishes, the said new parish or parishes shall be organized in the same manner as hereinbefore provided; but no part of an existing parish shall be included in any new parish without the consent of the Incumbent and a majority of the parishioners present at a meeting duly called and held for that purpose of such existing parish, provided that if such consent be refused the matter shall be referred to the Executive Committee, and the Executive Committee shall, on full consideration of the case, report to the Bishop its opinion on the matter and the Bishop may then if he shall see fit, carry out a division of the existing parish or parishes, if the Executive Committee shall have decided at two separate meetings in its favor, and reported to that effect, but not otherwise.

5. The Bishop upon receiving the consent of all parishes concerned, or in the event of a petition being presented by one parish and no objection being made within fourteen days after notice thereof given to the Incumbent and Wardens of each of the other parishes concerned, may change the boundaries of existing parishes according to such consent or petition, and in the event of objection being made, the matter shall be referred to the Executive Committee, and the same shall thereupon be dealt with as nearly as may be as provided in Clause 4 of Part "A."

#### Part "B"—Intrusion

6. After the limits of a parish have been canonically defined, no Clergyman shall have public prayers, or service, or administer the Sacraments within such limits whether according to the prescribed Order of the Church or not, without the consent of the Incumbent of such parish; provided that this shall not prevent any Clergyman from attending or taking part in any public meeting

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though for a religious object. Provided also, that this shall not prevent the Bishop licensing a Clergyman to officiate as Chaplain in any barracks, hospital, jail, penitentiary or other public institution or school within any Parish or for those employed on a railway, or by any employer of labor. Provided also, that a Clergyman holding the license of the Bishop may visit ministerially, with private administration of the Sacraments, any person in the habit of attending his ministrations.

**Part "C"—Designation of Parishes**

7. Every Parish which is self-sustaining and provides a residence and a stipend not less than the minimum laid down by the Synod of the Diocese shall be styled a Rectory and the incumbent thereof a Rector.

8. Every Parish which is not a Rectory, and every parish which does not provide the entire stipend of its incumbent without outside help, shall be styled a Vicarage, and its incumbent a Vicar.

9. Congregations attending services in a place within a parish other than the parish church shall be known as Mission Congregations.

10. For the purpose of providing the ministrations of the Church to as many as possible, any parish may be grouped with other parishes to form a single charge under the care and direction of one Minister. Such grouping shall be on the motion of the Bishop.

**Part "D"—"Parishioners" and "Communicants," Definition of**

11. Any person who has been baptized and is of the age of eighteen years, who has been a recognized attendant at a church or place of worship for three months, and whose name appears on the electoral roll of the parish shall be deemed a Parishioner of the Parish in which such Church or place of worship is situate.

There shall be kept an Electoral Roll in each Parish on which shall be entered the names of those qualified to take part in and vote at the business meetings of the Parish. Such Roll shall be revised and posted on the notice board of the Church at least fifteen days prior to the date of the annual January meeting.

Notice of the intention to revise the said Electoral Roll shall be given at Divine Service on a Sunday at least twenty days prior to the date of the said annual January meeting, and after such revision no names shall be added to the said Roll until after the holding of the said annual meeting.

The name of no person shall be added to the said Roll unless the said person has applied in writing to be so added. Application for enrollment shall be made in writing in the form following:

I ..... of .....

(full Christian name and surname) (full post office

..... declare that I have attained the age of eighteen  
address)

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years and that I have attended Anglican services in the Parish of.....  
....., and am a member of the Anglican Church of Canada, and  
am not a member of any religious body not in communion with the Anglican Church of Canada.

I hereby apply to be entered on the Electoral Roll of the Parish of.....  
..... in the Diocese of Edmonton, in which Parish for the period of three months last past I have habitually attended public worship and to the maintenance of which I am a contributor.

I declare that my name does not appear on the Electoral Roll of any other parish.

Date ..... (Signed) .....

The name of any person appearing on the Electoral Roll of any parish shall be removed therefrom at the written request of such person.

12. A communicant is a Parishioner who has been confirmed and who has communicated at least three times in the year preceding the annual January meeting, where he or she had had the opportunity of so doing.

**Part "E"—Appointment of Ministers**

13. On the erection of a parish a clergyman shall be placed in charge by the Bishop as soon as the Executive Committee is satisfied that financial arrangements have been made for the payment of his stipend.

14. On the occurrence of a vacancy, by death, resignation, or removal of the Clergyman—

(a) In the case of a Rectory, the Vestry shall be called together by the Rector's Warden, or in his absence by the People's Warden, and shall elect one or two names which, after consulting the parishioners, at a meeting duly called for that purpose, shall be sent to the Bishop, and if more than one, in order of preference; and the Bishop shall select the one whom he is willing to appoint as Incumbent or decline to appoint either and request the Vestry to proceed to another selection.

(b) In the case of a Vicarage, the appointment shall rest with the Bishop, who shall consult with the Churchwardens, Vestry and lay delegates of the parish, and also with the Executive Committee in regard to the provisions to be made for stipend, before making an appointment.

15. When a clergyman wishes to resign his charge, he shall give three months' notice thereof to the Bishop, and he shall not leave his charge until the end of that period, without the written permission of the Bishop. Notification of the acceptance by the Bishop of the resignation shall be sent by the Bishop to the Churchwardens of the parish.

**Part "F"—Maintenance of Clergy**

16. The duty of the maintenance of the Clergy rests primarily upon the parishioners to whom they minister, and the responsibility of seeing that the

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stipend is paid regularly and in full rests upon the Churchwardens and Vestries. Any grant in aid received from the Missionary funds of the Diocese is only temporary. The first charge therefore on the parochial funds shall be the payment of the Incumbent's stipend.

The duty of providing a suitable residence for the Incumbent rests upon the parishioners to whom he ministers.

Every Clergyman shall be entitled to a holiday of not less than one month in each year without diminution of his yearly stipend, and the expense of providing for the Sunday or other services during his holiday shall be borne by the Parish.

## Part "G"—Meetings

17. All meetings whether of the Parishioners, Vestry or any Committee shall be opened with prayer.

18. Meetings may be—

(a) "Group meetings": Each parish shall hold a meeting of its parishioners of parishes under one ministerial charge, and joint meetings of the vestries of such parishes:

(b) "Parochial meetings": Each parish shall hold a meeting of its parishioners within the month of January in each year to receive the reports of its officers, to elect Churchwardens and members of vestries, to consider and fix the budget for the current year, and to transact such other business as may be properly brought before the meeting.

19. At all meetings of parishioners for the election of Churchwardens, members of the Vestry, lay delegates and for all other purposes, every parishioner as hereinbefore defined who is of the full age of 21 years, shall be eligible to be elected as a member of the Vestry, and if a male communicant of the full age of 21 years, a Churchwarden; provided that the three months' limitation mentioned in Clause 11 of Part "D" shall not apply at the organization of a new parish; nor shall it apply in the case of a person removing from a parish in which he was a parishioner in good standing and taking up his residence in another parish, but no one shall vote as a parishioner in more than one parish in any one year.

Actd  
Be 18

20. Notices of all meetings of Parishioners shall be affixed to the Church door or notice board, and posted up in such public places as may be deemed desirable by the Convenor, for at least three days, including a Sunday, before the day on which meeting is to be held. The notice shall also be read during at least one service on a Sunday before the meeting and shall be in the form following or to the like effect:

"Notice is hereby given that a meeting of the Parishioners of the Anglican Parish of .....will be held on the..... day of ..... A.D. 19....., at ..... o'clock.....m.,

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in the ..... for the purpose of ..... at which time and place all members whose names appear on the electoral roll and who have been recognized attendants of the Church for the three months preceding the said date, being of the full age of 18 years, are entitled to attend and vote.

“Dated this ..... day of ..... A.D. 19.....  
.....  
Convenor.”

21. The Incumbent may at any time call a meeting of the Vestry or of the parishioners; and shall do so on receiving written requisition to that effect, signed by three members of the Vestry.

22. A regular meeting of the Vestry shall take place upon a fixed date at least once in every quarter, but meetings may be called at any time by the Incumbent upon notice being given its members. The presence of one-third of the members, including the Incumbent or his clerical assistant and one Churchwarden, shall be necessary to constitute a meeting of the Vestry.

23. The Incumbent, or in his absence his clerical assistant, is ex officio chairman of all group, parish and Vestry meetings. If the cure be vacant, and no Clergyman has been placed in charge, the Rector's Churchwarden shall be chairman, or if he be absent the other Churchwarden shall be chairman. The Incumbent and all assistant clergy, together with the Churchwardens, shall be ex officio members of the Vestry.

24. Minutes of proceedings and resolutions of all meetings, shall be correctly entered in a book, and unless the minutes are read and approved at the close of the meeting, the first business of the next subsequent meeting of the same class shall be the reading, passing and signing by the chairman of such minutes.

25. The parishioners of each parish shall be called together during the month of January in each year to elect the number of Lay Delegates they are entitled to send to the meeting of the Synod of the Diocese. Such Lay Delegates shall be elected each year whether Synod is due to be called to meet or not.

## Part “H”

## Churchwardens, Members of the Vestry and Lay Delegates

26. In every Parish there shall be two Churchwardens selected from the Communicants, one to be appointed by the Incumbent and one to be elected by the Parishioners, and a Vestry to consist of not less than four and not more than twenty-four members elected by the Parishioners, not more than one-third of whom may be women.

27. Every person elected or appointed to fill the office of Churchwarden or member of a Vestry shall, before acting in such office, sign the following:

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"I declare that I will faithfully and truly execute the office of \_\_\_\_\_ within my parish, to the best of my skill and knowledge."

28. Notification of the election and appointment of Churchwardens, Members of the Vestry and Lay Delegates as well as of all Vestry Clerks, shall be given by the Chairman of the meeting at which they were elected or appointed to the Secretary of the Synod and the Registrar within one month after such voting.

29. Churchwardens, Members of the Vestry and Lay Delegates shall continue in office until their successors are elected or appointed as the case may be.

30. If the office of Churchwarden chosen by the Parishioners (properly called the "People's Warden") shall become vacant by death, resignation or otherwise, or if he be absent from the discharge of his duties for three months without the written leave of the Incumbent, a meeting of the Parishioners shall be called, as soon as may be convenient, to elect some other fit person to the vacant office.

31. If the office of Churchwarden appointed by the Incumbent (properly called the "Rector's Warden" or "Vicar's Warden" as the case may be), shall at any time become vacant by death, resignation, absence for three months without the leave of the Incumbent, or otherwise, it shall be the duty of the Incumbent forthwith to appoint some other fit person to the vacant office and as soon as may be after such appointment, the Incumbent shall make a return in writing to the Vestry of the person chosen by him to fill the vacant office, and shall cause a written notice of the said appointment to be forthwith sent to the Secretary of Synod and to the Registrar and a copy thereof attached to the notice board of the church. In case either the Incumbent or Parishioners decline or neglect to appoint or elect a Churchwarden whenever requisite in any of the cases hereinbefore provided for, the office for the current year or the remainder thereof, as the case may be, in the case of a Rector's or Vicar's Warden, shall be filled by the Vestry at a meeting called for the purpose; and if a People's Warden, by the Incumbent.

32. If the office of Vestryman become vacant by reason of death, resignation, absence from the discharge of his duties for three months without leave from the Incumbent, a meeting of the Vestry shall be called to elect some other fit person to fill the vacant office, and such person so elected shall hold office until the next ensuing election of members of the Vestry.

#### Part "I"—Duties of Churchwardens

33. It shall be the duties of the Churchwardens and they are hereby empowered:

(a) To see that Divine Service is decently and regularly performed; to have, jointly with the Incumbent, custody of all moneys belonging to the Parish, to prepare and revise the Electoral Roll, to procure all things requisite for Divine Service, and for the supply and safe custody of parochial records; to have with the Incumbent joint disposal of all offertories, except those ordered

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by Synod, which shall be forthwith paid over as directed by Synod. In the case of any disagreement between the Churchwardens and the Incumbent respecting the disposal of offertories there shall be an appeal to the Bishop as ordinary, whose decision shall be final.

(b) To collect the offerings and all contributions for general or special purposes and have the amount thereof entered in a book kept for that purpose, to pay all salaries and accounts; to keep the parochial accounts; to pay all sums received for specified purposes; and to submit in due time to the auditors for the purposes of making their audit the parochial accounts for the year with the vouchers and lay the same before the Annual Meeting of the Parishioners.

(c) To attend on the visitation of the Bishop or his Commissary or of the Archdeacon, whenever cited, and in the case of the death of the Incumbent or his inability through sickness to perform his duties, to report the same to the Bishop.

(d) To keep the fabric of the Church and its appurtenances in repair and insured.

(e) To maintain good order and quiet in and about the Church or place of worship, and in the adjoining roads and public places, during Divine Service.

(f) To take care as far as possible, that all persons attending church are accommodated.

(g) To give attention to the Parsonage and grounds during any vacancy of the cure.

(h) To keep an inventory of all lands and property belonging to the Parish, and a copy to be filed with the Registrar.

#### Part "J"—Duties of Members of the Vestry

34. It shall be the duty of the Vestry and they are hereby empowered:

(a) In vestry meeting to deal with all temporalities connected with the parish and to declare by resolution what shall be done therewith, provided that when any large outlay of moneys is proposed, or when means must be raised for special purposes, a meeting of the Parishioners shall be called together to decide upon the proposal.

(b) To assist in preparation for Divine Service, and in the collection of offerings and contributions for general and special purposes.

(c) To share the responsibility and work of canvassing for subscriptions for both parochial and extra-parochial purposes, and collecting the same.

(d) To assist in accommodating all persons who attend Divine Service with seats and books.

Will you faithfully & truly perform the  
duties of (churchwarden) within your parish to the best  
of your skill & knowledge. — Signed  
Robert Pack

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(e) To assist in keeping the church fabric and all its appurtenances and grounds in decency and order, and to help maintain good order and quiet in and around the church during the time of Divine Service.

## Part "K"—Auditors

35. The Parishioners shall appoint one or more auditors whose duty it shall be to audit and certify, if correct, all the books and accounts to be presented at the Annual Meeting of the Parishioners.

## Part "L"—Vestry Clerk

36. The Vestry may appoint one of their own number or some other suitable person who shall be styled vestry clerk to record the minutes of their meetings and resolutions passed, and generally to act as Secretary of the Vestry, Parishioners' and Communicants' Meetings.

## Part "M"—Organists and Choirmasters

37. All Organists and Choirmasters shall be appointed to their offices by the Vestry, and such officers shall be responsible to and under the direction of the Incumbent in the performance of their duties, and the ordering of the services, including the musical portion thereof which shall be under the control of the Incumbent. Organists and Choirmasters shall hold office at the pleasure of the Vestry or on such terms as to tenure of office and payment of salary as shall be agreed upon.

## Part "N"—Church Building and Repairs

38. No new building or alterations of existing buildings of any church, Parish Hall or Parsonage, shall be built or made by any Parish until the plans, proposals and other information in connection therewith, have been submitted for the consideration and approval of the Bishop, and Executive Committee, and such approval has been given in writing.

39. No property shall be purchased and no debt of any kind for this purpose be incurred by any parish until all information, plans and proposals have been submitted for the consideration and approval of the Bishop and Executive Committee, and such approval has been given in writing.

## X. On Parochial Endowments

Whereas it is expedient and desirable to encourage the formation of endowments in the various Parishes of the Diocese of Edmonton aided by grants made by the Executive Committee.

Therefore it is hereby enacted: 1. That for the maintenance of the Clergy-men of such Parish, gifts of land or property shall from time to time be sought. 2. That a capital sum sufficient to produce an income of at least \$500 per annum shall be secured, and until the principal produces such sum the interest shall accumulate at compound interest and be added to the principal. 3. Whenever the principal shall reach such sum that the amount of the annual grant from the Executive Committee to such Parish will complete the

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capital sum required, then the Executive Committee of the Synod shall have power to assign such sum to the endowment of such Parish, and all grants from the Executive Committee shall thereafter cease. 4. Such endowments shall be vested in the Synod.

### XI. On Parochial Statistics

Whereas it is necessary to obtain from time to time a full and accurate statistical view of the Church in this Diocese, it is hereby ordered that every Incumbent having the cure of souls shall immediately after December 31st in each year prepare, and transmit before January 7th to the Secretary of the Synod, upon forms to be supplied by him, a statistical Parochial report stating the number of families and individuals belonging to the Church, of Communicants, and of children attending Sunday Schools or under catechetical instruction in his Parish or Mission for the time being, also the number of persons who have been baptised or confirmed, and of marriages and burials that have taken place, together with the amount of contribution for Church or other objects that have been made during the year ending December 31st, and a statement of the receipts and expenditures, and the assets and liabilities of his Parish; and a report of the services and work of his Parish, and the Secretary of the Synod shall keep a book in which he shall enter said statements; and it shall be the duty of the Secretary of the Synod to condense and combine in one report the aforesaid particulars in the Parochial reports, and to print the same together with such other information as the Bishop or the Executive Committee of the Synod may from time to time furnish, as an appendix to the Synod report.

### XII. On Missions in the Diocese

1. The Executive Committee shall have the care, under the direction and general supervision of the Bishop, of the Home Mission work of the Diocese.

2. For the purpose of this Canon, the term "missionary" shall apply to any person, clerical or lay, who shall be licensed to work in unorganized parts of the Diocese. The term "Vicar" shall apply to any clergyman licensed to minister in a parish or group of parishes receiving from the Diocese assistance in the payment of stipend.

3. Every parish, or group of parishes, or unorganized congregations, at which it is desirable that regular services be held, which may be deemed by the Executive Committee unable to contribute the minimum stipend, shall for the purpose of this Canon be called a Mission, and such mission shall be eligible for a grant from the mission funds administered by the Executive Committee.

4. The duty of maintaining the Vicar or Missionary and providing him with a residence, shall rest primarily upon the Mission receiving his services, and aid from the Mission Fund shall be regarded as temporary and made to the Mission for the purpose of assisting in the performance of that duty, and shall

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be reduced or withdrawn as soon as the circumstances of the Mission will permit.

5. The Executive Committee shall appoint a special Sub-Committee to be known as the Diocesan Mission Committee, whose duties shall be:

(a) To assess all the Missions for such sums as, after due enquiry they may be adjudged able to contribute towards the maintenance of their respective Vicars or Missionaries, and such Committee shall report all assessments to the Executive Committee for confirmation or amendment.

(b) To assist the Executive Committee in its efforts to secure the regular payments of all stipend assessments, and to advise and report thereon at least every quarter to the Executive Committee.

6. After the amount of the assessment towards the stipend of the Vicar or Missionary is satisfactorily settled between the Mission and the Executive Committee an agreement, if requested by the Mission or by the Diocese, shall be drawn up and signed in duplicate by the Churchwarden or Churchwardens, if any, or other authorized person on behalf of the Mission and by the Secretary on behalf of the Executive Committee.

7. When the organization of a Mission is incomplete, the Agreement may be signed by some person or persons appointed by the Mission for that purpose, except in the case of Mission congregations established under clause 31 of Canon IX, in which case the agreement shall be signed by the wardens of the parish.

8. Every Mission receiving a grant in aid of stipend under the provisions of this Canon shall be required at the end of each month to send the Secretary-Treasurer of the Diocese the amount towards stipend that the Mission has agreed to pay.

9. The Secretary-Treasurer shall pay the Vicar or Missionary, monthly, the grant in aid of stipend together with such amount as has been received by him from the Mission in pursuance of the said agreement.

10. If any Mission shall fail to pay its portion of stipend in full when due, the Secretary-Treasurer of the Diocese shall at once notify the Wardens or other authorized person or persons, requesting that payment be made in full forthwith. If any arrears of stipend remain unpaid at the expiration of thirty days from date when due, the matter shall be reported to the next meeting of the Diocesan Mission Committee (provided for in Clause 4) and the Diocesan Mission Committee shall take such action as it may deem best to secure an immediate settlement.

11. At each regular meeting of the Executive Committee the Diocesan Mission Committee shall furnish a report of the Missions under its care, specifying particularly those which are in arrears in regard to payment of stipend, and the amounts overdue. The Executive Committee shall then appoint

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a Committee of Enquiry to visit such Missions as may be in arrears in order to examine into the cause of failure, and endeavour to secure payment.

The necessary expenses of the Committee of Enquiry shall be paid out of the Mission Funds of the Diocese upon presentation to the Secretary-Treasurer of a bill of expenses endorsed by the Bishop.

12. A full written report of the result of any such enquiry shall be forwarded through the Bishop to the Executive Committee, or the Diocesan Mission Committee, within ten days of the completion of such enquiry, and the Executive Committee, or Diocesan Mission Committee, shall take such action as the case may require.

13. The services agreed upon in any Mission under enquiry may be continued during the enquiry, provided that no additional financial liability is thus incurred by the Executive Committee in respect of stipend.

14. When the Executive Committee finds that the non-payment of stipend is due to perversity on the part of any Mission, and there appears to be no immediate prospect of improvement after due admonition, the Bishop may remove the Vicar or Missionary.

15. When the Bishop and the Executive Committee find that the non-payment of stipend is due to perversity or incompetence in the Vicar or Missionary, and there appears to be no immediate prospect of improvement, the Bishop may remove him after three months' notice, and at the expiration of that time, if no Parish or Mission in the Diocese is offered him, his connection with the Executive Committee shall cease.

16. The Bishop, with the consent of the Executive Committee, may appoint a travelling Missionary to such place or places where, through lack of means or other sufficient reason, guarantees toward stipend for any specific sum cannot be obtained, the Executive Committee providing if necessary, the whole of the stipend of the travelling Missionary.

The Vicar or Missionary shall submit a full report of services held and offerings and collections made in the district under his care to the Bishop and Executive Committee quarterly as required.

### XIII. On The Appointment of An Administrator

In the case of a vacancy of the See, or in case the Bishop being from any cause unable to attend to his Diocesan duties, then the Coadjutor, or Assistant or Suffragan Bishop (if there be one), the Dean, or if there be no Dean, then the senior Archdeacon within the Diocese, or if there be no Archdeacon, a Clergyman of the Diocese who shall be appointed by the Executive Committee, shall be Administrator of the Diocese until the See is filled or the Bishop is again able to attend to his Diocesan duties.

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## XIV. On the Appointment of a Bishop

1. When a vacancy occurs in the See of this Diocese the Administrator shall, within three weeks from such vacancy, issue a notice calling a meeting of the Synod for the Election of a Bishop, which notice shall appoint a time and place in the City of Edmonton for holding the meeting; provided that such meeting shall be called for a day after four weeks and within eight weeks from the issue of such notice.

2. If, from the absence of the Administrator, or other cause, such notice shall not be given within such period of three weeks, then a majority of the Executive Committee of the Synod may, by requisition, call a meeting of the said Executive Committee by giving at least one week's notice. The Executive Committee shall, at such meeting, appoint a time and place for the meeting of the Synod, the notice of such meeting being subject to the proviso in Section 1.

3. At the meeting of the Synod the Administrator, or in his absence, a chairman elected by the Synod shall take the chair and shall have the same right of voting as any other member, but shall not have a casting vote as Chairman.

4. In the absence of a Clerical or Lay Secretary of Synod, the Synod shall elect such secretaries for the meeting.

5. The roll shall be made up according to the practice of Synod.

6. Immediately after the roll has been made up and presented to the meeting and finally dealt with, nominations by ballot shall be received. After any necessary discussion, the Synod shall then proceed to the Cathedral or Pro-Cathedral, where a Celebration of Holy Communion shall be held, at which special prayers for the guidance of the Holy Spirit shall be used; and the balloting shall then take place reverently in the Cathedral or Parish Church without debate or discussion.

7. Two ballot boxes shall be provided by the Executive Committee to receive the votes of the Clergy and lay members respectively, and two Clergymen and two Lay Delegates shall be appointed by the Synod to act together as scrutineers.

8. The Clergy and Lay members shall vote separately by ballot. The Clerical Secretary shall call the roll, and each member of Synod present, and voting as called, shall deposit his ballot in the proper ballot box.

9. Every member of Synod present may vote for one Clergyman. The scrutineers shall count the vote as cast and report the numbers to the Synod. A quorum for this election shall consist of two-thirds of the members of each order of the Synod, and no Clergyman shall be deemed elected unless he receive a majority of the votes of each order. As soon as any Clergymen has received the requisite majority, the Chairman shall declare him elected.

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The name of the Clergyman who received the lowest number of the aggregate votes of both orders on the second ballot shall be withdrawn unless such Clergyman shall have received at least two-fifths of the votes of one or either order, and no votes shall be counted for him on any subsequent ballot; and on each succeeding ballot, the name of the Clergyman who has the lowest number of votes shall be similarly withdrawn until finally one has received the requisite majority.

Provided always, that in the event of more than two Clergymen receiving at least two-fifths of the vote of either order, or the number of nominees being reduced to four or three, the one receiving the lowest aggregate vote shall nevertheless be withdrawn. And in the event of the vote on the next ballot not giving a majority of the votes of both orders to one or other nominee the Chairman shall direct another ballot to be taken and require all members present to vote thereon; and if such ballot shall also prove indecisive the Synod shall return to the place of Convention, where further nominations by ballot may then be received and any necessary discussion take place, after which the Synod shall return to the Cathedral or Pro-Cathedral when balloting shall again be proceeded with as above provided, and if such balloting shall also prove indecisive, the names of the two remaining nominees shall, if a majority of the Synod, on a vote to be taken for the purpose, so decide be submitted to the Metropolitan of the Province, who shall be asked to name to the Secretary of Synod one of the two to be Bishop of the Diocese, and the Clergyman so named shall be deemed elected; or the Synod shall then adjourn to a future stated day, and when it meets again for the election of a Bishop the proceeding shall be repeated and so on from time to time until an election takes place or two names are secured for submission as aforesaid.

And if after the Synod is closed the Clergyman so elected shall refuse to accept the office of Bishop or the election from any other cause become inoperative the Administrator shall re-convene the Synod within three weeks from the date on which such refusal or failure of the elections shall become known to him.

10. As soon as a Clergyman has been elected, the Clerical Secretary shall inform him, and ask his consent to the submission of his name to the Metropolitan, and if, before the Synod has been closed or adjourned, under Section 9, such Clergyman has not indicated his consent or refusal then the Synod shall adjourn to a future day, on which it shall meet, if necessary, for further election.

11. When the Clergyman who has been elected signifies his consent to the submission of his name to the Metropolitan, then the following certificate signed by the Chairman and Secretaries of the Synod, shall be sent to the Metropolitan:

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"We hereby certify that at a duly called meeting of the Synod of the Diocese of Edmonton for the election of a Bishop, A.B. was duly elected and on behalf of the Synod we ask for his confirmation.

Chairman

Clerical Secretary

Lay Secretary

Synod of the Diocese of Edmonton"

12. The word "Clergyman" in Sections 8, 9, 10 and 11 shall mean either Bishop or Priest.

#### XV. Press and Publications Board

1. Whereas it is expedient and desirable to encourage the dissemination of information respecting the faith and work of the Church;

2. Therefore it is hereby enacted: That a Press and Publications Board be appointed, to consist of two clergymen and two laymen elected by the Synod, and of one representative appointed by each of the following bodies, the Diocesan Board of Religious Education, the Social Service Council, the Diocesan Board of the Woman's Auxiliary, and Central Council of the A.Y.P.A., and of such others as may from time to time be appointed by the Bishop on the nomination of the Board.

3. The duties of the Board shall be: To undertake the preparation and publication of a Diocesan magazine and of such other publications as may be desirable to further the interests of the Church.

4. To endeavour, in co-operation with the Press of the Dominion to provide material, and to secure space for information respecting the faith and work of the Church, in the columns of the Daily Press.

5. The Board shall elect its own Chairman, Secretary and Treasurer, and shall meet at least quarterly, at such times and places as may be determined by itself.

6. The Board shall present a report of its activities twice in each year to the Executive Committee, and shall also present a complete report of such activities to each meeting of the Synod.

7. The Board shall advise, when requested to do so, in respect to any publication proposed by any Parish or Organization within the Diocese.

#### XVI. On Payment of Synod and Executive Committee Expenses

1. Every member of the Synod attending a meeting of the Synod and every member of the Executive Committee attending a regular quarterly meeting of the Executive Committee shall be entitled to be paid the following:

(a) Actual return railway or motor bus fare between the place where he resides and the place where the meeting of the Synod or Executive

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Committee is held, by the most direct route, if residing over ten miles from the place of meeting.

(b) Where railroad or motor bus transportation is not available, six cents for every mile necessarily travelled.

2. The Synod may at any time by majority vote resolve that the payments to which members are entitled under this Canon for any meeting of the Synod shall be divided into as many parts as there shall have been sessions of such Synod and that members in attendance shall only receive one part of such amount for each session which they have actually attended.

3. The Committee on Credentials shall before the close of the Synod present a report giving the names of all members in attendance at the Synod and the number of sessions they have each attended and the amount which they are entitled to be paid under this Canon, and after the adoption of such report the Secretary-Treasurer shall issue cheques to the members for the amounts to which they are entitled as shown by said report.

### XVII. On Diocesan Board of Religious Education

1. For the purpose of unifying and developing the educational activities of the Church in this Diocese, there shall be a Diocesan Board of Religious Education, auxiliary to the General Board of Religious Education of the General Synod of the Church of England in Canada.

2. The Board shall consist of the Bishop of the Diocese, ex officio, who shall be President of the Board, four Clergymen and four Laymen, who shall be elected by the Synod, one representative of each Rural Deanery Branch Association, the President and three officers of the Diocesan Board of the Woman's Auxiliary, viz: Girls' Secretary, Superintendent of Juniors, and Superintendent of Little Helpers, and two representatives nominated by the Diocesan Central Council of the Anglican Young People's Association.

3. One session of every regular meeting of Synod shall be set apart to receive a report from such Board, and to deal with matters within the purpose of Canon 7 of General Synod, and as hereinafter provided to elect a Board to function until next Synod.

4. The Board shall meet in January and October and at such other times as occasion may require, under the presidency of the Bishop. One such meeting shall be held approximately one month before the meeting of the Synod, and the Board shall submit to the Synod—

(a) A report of its work.

(b) A complete statement of its receipts and disbursements.

(c) (i) The Board shall, from time to time, determine what money will be required for its work and shall arrange for the raising of same.

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(ii) No capital expenditure in excess of five hundred (\$500) dollars shall be incurred by the Board without the consent of the Executive Committee.

(iii) The Board shall submit to the Executive Committee of Synod before 30th September in each year an estimate of its financial requirements for the ensuing year and a report of its work for the past year.

5. It shall be the duty of the Board:

- (a) To study the educational needs and problems of the Church in the Diocese in respect of Primary and Secondary education and of all Sunday School work including Youth Leadership training, Sunday School by Post and Caravan Work, and Adult Religious Education.
- (b) To actively pursue such measures as it may deem advisable to advance the cause of Religious Education.
- (c) To provide as far as possible, that the education of our youth shall be maintained in harmony with the faith and worship of the Church.
- (d) To co-operate in every way possible with the General Board of Religious Education of the Anglican Church of Canada, and particularly in promoting the following work:
  - (i) Religious Education in the Parish.
  - (ii) Religious Education in the Universities, Normal Schools and Public and Private Schools.
  - (iii) Teacher and Leadership Training.
  - (iv) The work of the editorial and supplies departments.
  - (v) And as far as possible to take the necessary steps to organize the Rural Deaneries in the Diocese for the promotion of Religious Education in agreement with the work of the Board, and also to secure the appointment of parochial committees on Religious Education.

6. The Board shall have power to associate with itself experts in different departments of educational work, who shall form consultative committees for the purpose of studying and reporting upon educational problems affecting the interests of the Church.

7. At its first meeting after election the Board shall appoint from its members an Executive Committee, to consist of two clergymen, two laymen, one representative of the W.A. and one representative of the A.Y.P.A. The

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Board shall appoint a chairman, and a secretary who shall also be Secretary of the Board.

8. It shall be the duty of the Executive Committee:

- (a) To conduct the business of the Board in the intervals between its meetings.
- (b) To authorize all expenditures to be paid by the Treasurer of the Synod who shall be ex officio Treasurer of the Board and of the Executive Committee.
- (c) To report to the Board at each meeting thereof.

9. For Board meetings one-third of its members shall constitute a quorum.

For Executive Committee meetings one-half of its members shall constitute a quorum.

10. When a vacancy occurs among the members of the Board or of the Executive Committee the Board shall present to the Bishop a name in nomination who shall fill the vacancy. When a vacancy occurs among the members of any sub-committee of the Board, the Board shall fill the vacancy.

### XVIII. On Canons and Rules of Order

There shall be a Standing Committee of Synod, to be styled the Committee on Canons and Rules of Order, and any amendment to the Canons or Rules of Order proposed by any member of Synod shall be referred to such Committee; and it shall report to the Synod its views on the same, and what action it deems advisable should be taken thereon; provided that no proposition to amend the Canons or Rules of Order shall be discussed by the Synod until it has been remitted to this Committee.

### XIX. On Diocesan Funds

1. The Executive Committee shall have the administration and management of all trusts, properties and funds of the Synod.

2. The Executive Committee shall appoint a Special Sub-Committee (which may be the same as that provided in Canon XII, clause 5) whose duties shall be in respect of this Canon, (A) to make an estimate of the amount required from the Diocese during the ensuing year for the Budget of General Synod, the assessments for the General Synod and the Synod of the Ecclesiastical Province of Rupert's Land, Diocesan Mission Fund, General Purpose Fund and any other Funds appointed by Synod to be raised by apportionment; (B) to apportion these amounts amongst the various parishes and missions, and (C) to report all apportionments to the Executive Committee for confirmation or amendment, not later than the first of October in each year, when official notice shall forthwith be sent to the Incumbents or Missionaries of Parishes or Missions, and to the Churchwardens, stating the amounts apportioned in each case.

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3. The method of Church finance known as the voluntary Envelope system is hereby adopted in this Diocese and it is urged as far as possible in all Parishes and Missions.

4. It shall be the duty of the Incumbent or Missionary, Churchwardens and Vestrymen to arrange for and make an annual canvass for, and to secure, as far as possible, subscriptions for both parochial and extra-parochial purposes. Such canvass shall be made before the first day of December in each and every year, and the results of such canvass shall be reported to the Secretary-Treasurer at the Synod Office, on or before the 31st day of December in each year. These subscriptions should be, whenever possible, payable weekly in envelopes to be provided by the Churchwardens, it being understood that those wishing to pay monthly or quarterly or even less frequently may do so if they so desire. A record of all payments or contributions received through such envelopes shall be kept in a properly ruled book and a statement shall be given quarterly to each subscriber of the amounts received and of any sum then due by such subscriber.

5. All designated offerings, whether by subscription or in the open collections at regular Sunday services, shall be applied so as to give at least one-fifth to extra-parochial purposes, except where the apportionment is otherwise made up, the balance being devoted to parochial purposes.

6. Contributions for extra-parochial purposes shall be sent in to the Diocesan Treasurer immediately after the last Sunday in each month, or quarter, and the same shall be allocated by him to the several objects, and so credited to the Parish or Mission from which they have been received. The amounts thus received and credited shall be indicated on the receipt form sent in acknowledgement.

7. Where no canvass is made for subscriptions for extra-parochial purposes, in addition to one-fifth of all collections (see section 6) the whole of the open collections on each of the Sundays designated in clause 8 hereof shall go to the extra-parochial purposes.

8. No special offering shall be taken up at any service for any object not herein provided for without the sanction of the Incumbent or Missionary and Churchwardens; provided that any person or persons may, at any service, place in the offering any special contributions if enclosed in marked envelopes.

9. The Christmas offering shall be given to the Incumbent or Missionary and shall be taken up on Christmas Day except in parishes or missions where the Christmas services are held on some other day than Christmas Day.

10. A collection or collections shall be taken up on Good Friday for the Jewish Missions of M.S.C.C.

11. The provisions of this Canon shall not affect Harvest Thank-offerings or collections taken up on other days than Sunday.

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12. No delegate shall be entitled to take his seat at Synod until at least one-half of the extra-parochial apportionments for the previous year, asked from the congregation he represents have been paid to the Secretary-Treasurer.

13. If any Parish fails to pay to the Secretary-Treasurer any moneys within three months from the day when the same are due, the Executive Committee shall appoint a Committee of Enquiry, which shall visit such Parish and examine into the failure to pay and report thereon to the Executive.

### XX. On the Diocesan Mission Fund

1. There shall be a Mission Fund raised within the Diocese, to be applied for the purpose of the payment of the stipends of Missionaries, and the extension of the Church in the Diocese in relief or in lieu of Grants.

2. The Fund shall be administered by the Executive Committee in the manner provided in Canon XII, along with other moneys devoted to stipends of Missionaries so far as the same is used for the payment of stipends.

### XXI. Diocesan Council for Social Service

1. The Social Service work of the Church shall be organized into a special department, which shall be known as the Diocesan Council for Social Service.

2. The Council shall consist of: (a) The Bishop of the Diocese, ex-officio. (b) The Diocesan representatives on the Council for Social Service of General Synod, ex-officio. (c) Six clerical and six lay members of the Diocesan Synod to be elected by the Synod. (d) Four representatives of the Edmonton Diocesan Board of the Woman's Auxiliary, appointed by the Diocesan Board. (e) Such others as may from time to time be appointed by the Bishop on the nomination of the Council.

3. Vacancies on the Council shall be filled by nomination of the Council to the Bishop, whose approval of such nomination must be secured before it becomes effective.

#### 4. Meetings and Officers:

(a) The Council shall elect its own Chairman, and shall meet at least once every three months at such time and place as it may determine.

(b) The Council shall have power to fix its own quorum and to frame regulations for the discharge of its duties, to appoint officers and to regulate the powers, duties and emoluments thereof.

#### 5. The Duties of Council shall be:

(a) To study social problems with a view to the solution of them in harmony with the spirit of the Lord Jesus Christ.

(b) To adopt such measures as may seem advisable to promote the care and training of immigrants in Christian citizenship.

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- (c) The maintenance of just conditions of living.
- (d) The conservation of morals, health and life.
- (e) To promote the formation of Christian public opinion upon social problems.
- (f) To solicit funds and materials for, and to assume charge of, any necessary work among the destitute and needy, which may be required.
- (g) To co-operate with Juvenile and Criminal Courts in the rehabilitation of juvenile delinquents and other prisoners, with the object of re-establishing them as Christian citizens.
- (h) To take such action as may be necessary to make effective all directions in these or in any other matters which may be given by the Synod or the Executive Committee.
- (i) To form a connecting link between the Diocese and the Council for Social Service of General Synod, by making known the plans and needs of the said Council throughout the Diocese and the views and Social needs of the Diocese to the said Council.
- (j) To form the point of contact on Social Service matters between the Anglican Church of Canada within the Diocese, and (1) other religious Communions and (2) other Social Service Institutions and agencies, both governmental and voluntary.

6. (a) The Council may appoint, whenever considered advisable, a Committee or Committees to promote the work and interest of the Council in every way, under the power and instructions given to such committee or committees by the Council.

(b) Appointment to membership on such Committee or Committees need not necessarily be confined to members of the Council.

(c) Such Committee or Committees shall meet at such time and place as may be determined, shall have power to fix its own quorum and shall report to the Council at each meeting thereof.

7. (a) The Council shall, from time to time, determine what money will be required for its work and shall arrange for the raising of same.

(b) Before contracting any liabilities, other than for the regular and routine work of the Council, a report thereon shall be submitted to the Executive Committee, and the approval of the Executive Committee shall be secured before any special expenditures or agreements for the engagement of paid officers or help are contracted for or made by the Council.

(c) The Council shall submit to the Executive Committee, not later than September 30th in each year, an estimate of its financial requirements

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for the next ensuing year, and shall also submit a report on its activities and work for the previous year.

8. The Council shall submit a report to each meeting of the Synod.

9. The Council shall not officially approach any legislature, or other Public Authority, seeking restrictive legislation, nor make any pronouncement on matters of policy until the approval of the Executive Committee has been secured.

## XXII. The Diocesan Pension Fund Committee

1. Subject to the provisions of this Canon, this Synod hereby accepts the provisions of Canon VIII of the General Synod of the Anglican Church of Canada, as passed at the thirteenth Session of the Synod, September, 1934.

2. The annual assessments levied upon the parishes by this Synod in accordance with the said General Synod Canon based upon the salaries of Bishops and Clergy on active service in this Diocese, and eligible for benefits under said General Synod Canon, shall, (subject to Section 5 hereof) be paid by this Synod to the said Pension Board in quarterly payments as and when received.

3. (1) From the interest, dividends and revenue derived from capital funds held by this Synod in trust for the benefit of retired clergy and the widows and children of deceased clergy, shall be deducted:

- (a) The reasonable expenses of operating and managing the said funds.
- (b) The additional amounts payable to beneficiaries not fully provided for under provisions of said General Synod Canon VIII.

and the balance of said revenue may be applied towards the payment of assessment of the said General Synod Pension Fund.

(2) The said annual assessment shall be levied upon the parishes of the Diocese and revenue from funds and other sources from which the Bishops and Clergy on active service in this Diocese receive stipends, in proportion to the amounts of the individual stipends or as the Executive Committee of the Diocese may determine.

(3) The said parishes, funds, and other sources, shall pay their share to the Treasurer of Synod at such times and amount as may be determined by the Executive Committee.

4. The Treasurer of the Synod shall furnish the General Synod Pension Board with all information required by it from time to time, respecting clergy licensed for service in this Diocese, their dependents, salaries and parochial income.

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5. The scale of pension being paid to beneficiaries in this Diocese and the scale of pensions to which Clergy in good standing on the Superannuation and Widows' and Orphans' Funds of this Diocese shall be entitled under the Canons and Regulations of this Diocese, at the time when the General Synod Pension Fund shall come into operation shall not be reduced.

**XXIII. Canon On The Diocesan Laymen's Council**

1. (a) There shall be a Diocesan Laymen's Council composed of:

- (1) Two Lay members of Synod: to be elected by the Diocesan Synod.
- (11) One Layman from each Rural Deanery: to be elected by the Laymen's Association of the Deanery.

(b) The two members elected by the Synod shall be the delegates to the National Laymen's Council of the General Synod.

2. The duties and purposes of the Council shall be:

- (a) To awaken amongst laymen a deeper interest in the work of the Church.
- (b) To convey to laymen information as to the problems and needs of the Church.
- (c) To encourage in parishes the budget system of finance.
- (d) To devise ways, and advise Synod as to means, by which greater co-operation and effort may be ensured on the part of laymen throughout the Diocese.
- (e) To act as an intermediary between the National Laymen's Council and laymen of this Diocese, and to co-ordinate the services of laymen in the parishes with the work and objectives of the National Council.

3. The Council shall report annually to the Executive Committee and to the Diocesan Synod.

SYNOD OF THE DIOCESE OF EDMONTON

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## RULES OF ORDER

1. The Synod shall meet on the first day at the time and place fixed by the Bishop, and thereafter at 10 o'clock each morning and sit till 13 o'clock, reassembling at 14:30 o'clock; and each such meeting shall be considered a separate session.

2. The Bishop as President shall take the chair; in his absence the Archdeacons in order of seniority of appointment; in their absence the Synod shall elect a Chairman by ballot. On the Chairman taking the chair (if it be the first session of the day it shall be opened with prayer), the roll shall be called, after which the minutes of the preceding meeting or session shall be read and approved.

3. The order of proceedings shall be as follows:

(a) Reading, correcting and approving minutes of previous session.

(b) Appointing Committees.

(c) Presenting, reading and referring memorials or petitions.

(d) Presenting, reading and dealing with reports of Committees and of the Secretary-Treasurer. (Election of Secretary-Treasurer and Auditors.)

(e) Giving notices of motion.

(f) Taking up unfinished business.

(g) Consideration of motions.

(h) Orders of the Day.

(i) Before the final adjournment of the Synod, a session of the Synod shall be held, the first business of which shall be the consideration of the Missionary work of the Church.

4. The Chairman shall preserve order and decorum and shall decide questions of order subject to Synod, such questions to be decided without debate. When called upon to explain a point of order he shall state the rule applicable to the case without argument or comment.

5. The Clergy when sitting in Synod shall appear in either Cassocks or Gowns.

6. Members of the Synod shall sit uncovered and every member before speaking shall rise from his seat and address himself to the Chair. When two or more members rise at the same time the Chairman shall name the member who is first to speak.

## RULES OF ORDER

7. When the Chairman is putting a question no member shall walk out of or across the house, nor when a member is speaking shall any member so interrupt him except to raise a point of order, nor pass between him and the chair, and every member when the question is put shall be required to vote on the same. In case of an equality of votes the Chairman shall have the casting vote unless recourse is had under the Constitution to a vote by orders.

8. No member, save the mover of a resolution or amendment who as mover is entitled to reply, shall speak more than once on the same question except by permission of the Synod.

When the Synod sits as a Committee of the Whole, no member may speak more than twice on the same subject, except by permission of the Chairman.

9. A member may, of right, require the motion under discussion to be read for his information at any time during the debate, but not so as to interrupt a member speaking.

10. A member called to order shall sit down unless permitted to explain, and the Synod, if appealed to, shall decide the case without debate.

11. No motion shall be put or be debated unless the same be in writing and seconded.

12. A motion to adjourn shall always be in order but such motion as well as a motion to lay on the table, or to divide, shall be decided without debate.

13. No more than one amendment to an amendment shall be in order at the same time. If the amendment is lost, further amendment may be proposed. An amendment having by vote of the Synod been adopted, the amendment takes the place of the original motion and is again subject to amendment; and so on until all amendments offered have been disposed of.

14. After a motion has been read from the chair, it shall be deemed to be in the possession of the Synod; but it may be withdrawn at any time before decision or amendment, with the permission of the Synod.

15. When a question is under debate, no motion shall be received by the chair unless to amend it, to postpone it to a certain day, to lay it upon the table, to refer it to a Committee, to consider it clause by clause, to divide upon it, or for adjournment.

16. On a division, the names of those who voted for and those who voted against the question shall be recorded in the minutes, if required by three members; and a question once determined shall not be brought up in the same meeting without the unanimous consent of the Synod.

17. Petition, memorials and other papers addressed to the Synod shall be presented by a member in his place, who shall be answerable to the Synod that they do not contain improper or impertinent matter.

## RULES OF ORDER

18. All Special Committees shall be named by the Chair unless otherwise ordered. The person whose name stands first on any Committee shall be the Convenor of that Committee. Committees shall appoint their own Chairman and a majority of the members of the Committee shall be a quorum competent to transact business. The Bishop is ex-officio a member of all Committees. In case of a vacancy on any Synod Committee (other than the Executive), from whatever cause, the Bishop shall have the power to fill such vacancy from the members of Synod, should he consider it advisable to do so.

19. The report of a Committee shall be in writing signed by the Chairman, who shall explain to the Synod the bearing of any portion of the report if requested so to do.

20. Reports of Committees shall be received in course unless ordered to be reconsidered.

21. Notices of motion must be in writing, and may be given at any meeting, but the motion itself cannot be considered until the next session, unless by consent of two-thirds of the members present; provided that votes of thanks, or resolutions of condolence or congratulation shall be exempt from the operation of this rule.

22. A motion to suspend a rule of order shall take precedence of all other motions, and shall be decided without debate and no rule of order shall be suspended except upon the vote of two-thirds of the members present.

23. Voting for Delegates to the General and Provincial Synods and for the elective members of the Executive Committee shall be by ballot after accepted nomination, which nomination shall take place immediately after the approving of the minutes of the afternoon session of the first day of Synod. The marking of Ballots shall take place during the noon recess of the second day of Synod and the casting of same shall be the first order of business at the afternoon session of the second day. A special roll of the members shall be read, and each member upon his name being called shall hand his ballot to the Scrutineers. Each member shall be entitled to vote for as many names as there are persons to be chosen for the position for which such vote is taken, but no person shall be declared elected who has not received a number of votes equal to more than one-third the number of members present entitled to vote. The names of those receiving the necessary number of votes shall be reported by the Scrutineers after the ballot has been counted and those so reported shall be declared elected and balloting shall be continued until a sufficient number of persons shall have received the number of votes necessary for election. The seniority of the elected delegates shall be determined by the number of votes received by them, those declared elected on a previous ballot being in all cases senior to those elected on a subsequent one.

The Substitutes for the General and Provincial Synod shall be elected in the same manner and in the event of any person originally elected as a delegate being for any reason unable to act as such the senior substitute attending

## RULES OF ORDER

shall forthwith become a delegate in his place and entitled to the same rights and privileges as the person originally elected would have been entitled to.

Note: It has become customary after the vote has been taken for Delegates to the General and Provincial Synods to pass the following Resolution:

RESOLVED: "That the four clergymen receiving the highest number of votes be elected delegates to General and Provincial Synods, respectively, and the four clergymen receiving the next highest number of votes be the substitute clerical delegates; that the four lay members receiving the highest number of votes be the elected delegates to General and Provincial Synods, respectively, and that the four lay members receiving the next highest number of votes be the substitute delegates."

24. The Bishop shall, before the vote is taken for the election of members of the Standing Committees of Synod and of the delegates to the General and Provincial Synods, appoint an election officer whose duty it shall be to receive and check returns from the scrutineers, prepare typed lists of results for the secretaries and the press, to submit a signed statement of election results to the Bishop and to deliver the used ballot papers to the Secretary-Treasurer.



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